

# **PALM BEACH GARDENS POLICE DEPARTMENT**

## **INVESTIGATIONS BUREAU FUNCTION**

### **POLICY AND PROCEDURE 4.2.2**

**Effective Date :**  
07/07/2015

**Accreditation Standards:**  
CALEA 42.1.1-3, 42.2.5-6  
CFA CHAPTER 18

**Review Date:**  
07/01/2016

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### **1. Administration and Responsibility**

### **2. Procedures**

**PURPOSE:** To establish the criminal investigations function as a responsibility of the Investigations Bureau.

**SCOPE:** This policy and procedure applies to officers assigned to the Investigations Bureau, or any officer assigned to investigate a reported crime.

**REVIEW RESPONSIBILITY:** Investigations Bureau Major

**POLICY:** The Investigations Bureau is to engage in preliminary, follow-up and special subject investigations, as conditions require; and the enforcement of narcotics, illegal drugs, organized crime and vice control. Through the Investigations Bureau, the functional activities include the establishment and provision of an information base of criminal activity to encompass the identification and apprehension of offenders and intelligence gathering.

## **1. ADMINISTRATION AND RESPONSIBILITY (ASSIGNED AUTHORITY)**

- a. The Chief of Police, through the Administrative/Investigations Division Assistant Chief, assigns responsibility for direction and control of criminal investigations activities to the Investigations Bureau Major.
- b. The primary purpose and responsibility of the Investigations Bureau is to conduct follow-up and special subject investigations of assigned offenses, unless specifically assigned to another Bureau. Accurate and timely intelligence should be shared with a rapid deployment of resources utilizing effective tactics and strategies.
- c. This Bureau shall utilize variable duty scheduling to establish networks of information and resources to accommodate the needs of assigned personnel for accomplishing its function.
- d. Officers assigned as Agents/Detectives (re: Investigators) may be assigned to investigate cases on the basis of expertise, unless circumstances dictate otherwise; timely entries within the electronic records management system will provide updates and statistical reports for administrative control.
- e. Position assignment as Agents/Detectives will be the same in rank and salary grade as officers in the Patrol Operations Bureau.
- f. This Bureau shall also share information with other Bureaus within the Department through a variety of communication methods including attending roll call briefings, intelligence bulletins, intelligence meetings, and access to crime analysis and intelligence sharing software.
- g. This Bureau shall be responsible for investigating persons crimes (i.e., homicides; kidnappings; robberies; sexual battery, assaults; death investigations, etc.) to include incidents as determined by

the Palm Beach County Medical Examiner's Office (ME). Any unattended death shall require the notification of the Investigations Bureau Sergeant from the scene, to determine whether a detective will be assigned to investigate.

- h. This Bureau shall investigate property crimes (i.e., involving white collar crimes, non-residential and residential burglaries; thefts, arson, etc.) to include incidents assigned by the Bureau Major. Investigations include economic crimes (i.e., frauds, embezzlements, forgeries, extortions, etc.), and any deaths where the ME determines the cause to be suspicious and just cause for an investigation to be initiated. The Bureau may also investigate police shooting incidents coordinated with the State Attorney's Office (SAO) and/or an independent agency determined by the Chief of Police.
- i. Other specific activities performed by officers of the Investigations Bureau include, but not be limited to:
  - i. Information screening and initial reporting.
  - ii. Phone and/or personal contact with suspects, victim(s), and/or witnesses.
  - iii. Evidence collection.
  - iv. Surveillance
  - v. Follow-up investigation, to include preparation of cases for referral to State Attorney's Office.
  - vi. Exchange of investigative information with other agencies.
  - vii. Construct search/arrest warrant affidavits and execution of such warrants.
  - viii. Other functions as assigned by the Investigations Bureau Sergeants, Bureau Major, Division Assistant Chief or the Chief of Police.

## 2. PROCEDURES

- a. All cases are reviewed by the Investigations Bureau Sergeants or Major. Case assignments will be based on modus operandi-probability factor, staffing availability, and any reasonable circumstances which would warrant the case being assigned. Cases shall be designated active, inactive, cleared by arrest, cleared by warrant, exceptionally cleared or unfounded.
  - i. Active - Case has been assigned and will require an ongoing review based upon investigative resources and information to remain active.
  - ii. Inactive - All cases assigned which fail to meet a satisfactory conclusion after exhaustion of all investigative leads or lack of evidence.
  - iii. Cleared by Arrest - Cases where an arrest was made for the reported offense.
  - iv. Cleared by Warrant - Cases where an arrest warrant was filed for the reported offense.
  - v. Exceptionally Cleared - Case may establish identity of the offender. There must be sufficient information to support an arrest. There must be a "cause" that prevents the arrest of the offender, i.e.; death of the suspect (offender), uncooperative victim/witness (es), etc.
  - vi. Unfounded - Case must show a false or baseless reported offense.
- b. Unless otherwise directed by an Investigations Bureau Sergeant, cases assigned for follow-up investigation will be the responsibility of one investigator.
- c. Officers assigned to this Bureau will adopt those duties and responsibilities ordinarily performed by members of the Bureau.

- d. Time and resources committed to criminal investigations will be monitored, as conditions warrant, by the assigned Investigations Bureau Sergeant(s), on the basis of established solvability and degree of seriousness factors.
- e. Investigative efforts will be suspended where leads or solvability factors no longer exist. This standard may not apply to those cases of a serious or community sensitive nature.
- f. An "on-call" schedule to provide 24-hour detective coverage by Investigators will be established and maintained by the Investigative Bureau Sergeant. The Investigative Bureau Sergeant will ensure the Communications Center and Patrol Sergeants are notified of the Investigators' on-call status.
- g. Members of this Bureau will periodically attend patrol roll-call briefings for updates and information sharing.

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**APPROVED:**

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Stephen J. Stepp  
Chief of Police

07/07/2015  
Date